



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (TYPING)

\$2,348 - \$2,855

CRIMINAL INVESTIGATIONS - FRAUD DIVISION MARTINEZ REGIONAL OFFICE

The Department of Insurance, Fraud Division is seeking an experienced clerical employee to provide support for the Martinez Regional office. The successful candidate will have to demonstrate a high degree of initiative and independence.

RESPONSIBILITIES: Duties will include, but are not limited to, reviewing and inputting budget-related documents; preparing monthly administrative reports; receiving and screening incoming correspondence and telephone calls and referring them to the appropriate staff member or allied agency; typing memorandums, reports and correspondence from handwritten formats and recorded dictation; operating a desktop computer and a variety of software packages; assist with case intake processing; provide confidential information from data bases to law enforcement personnel as directed; operate confidential information data base systems such as IFIS and CLETS; process all incoming and outgoing mail in a timely and efficient manner; use and maintain photocopier equipment for duplication; prepare necessary agendas and arranging meetings; establishing and maintaining confidential and administrative files; making travel arrangements; preparing travel expense claims; ordering and maintaining supplies and equipment; and performing other duties as required.

DESIRABLE QUALIFICATIONS:

- Excellent public relations skills and communications skills;
- Demonstrated competence and accuracy in working with budgetary and financial computations and information;
- Demonstrated skill in various computer applications, including Microsoft Word, Excel, and Access;
- Good typing skills;
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independence and originality in performing assigned tasks; and
- Ability to maintain a courteous and professional demeanor at all times.

WHO MAY APPLY: Applications will be accepted from current State employees at the Office Technician level, those within transfer range, or individuals who have list eligibility. Employees with list eligibility must provide typing certificate. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, Training and Development or list eligibility) on the State application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Christen Ko, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Martinez Regional Office - Office Technician (T) #413-286-1139-001" on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: JUNE 1, 2001 or until filled

NOTE: Interested individuals, including list eligibles, must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

Tc 5/22/2001